

## Meeting Minutes 2

**[REROUTE – Group 16]**

**Meeting Minutes**

**Date:** [01/14/2025]

**Time:** [1000 am]

**Location:** [ST 236, Virtual Platform, Discord]

**Facilitator/Chairperson:** [Andrew Pauls & Turner Kassie]

**Note Taker:** [Andrew Pauls]

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### 1. Attendance

**Present:**

- [Cole Corbett - Developer ]
  - [Cam Carvalho– Developer]
  - [Tristan Arana Charlebois – Developer]
  - [Jordan Wallace - Developer]
  - [Turner Kassie – Scrum Master]
  - [Andrew Pauls – Product Owner]
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### 2. Agenda Overview

1. [Logo Design]
  2. [Vercel Hosted Frontend]
  3. [Release Planning Meeting]
  4. [OpenStreetMaps vs Google Maps]
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### 3. Discussion & Key Points

**Topic 1: [Logo Design]**

- **Summary:** [Jordan had created a prototype logo (2 variations). The group viewed the logos.]
- **Decisions Made:** [The group disliked the logo as it was deemed to send the wrong message]
- **Action Items:** [1] [Jordan to redesign the logo]

**Topic 2: [Vercel Hosted Frontend]**

- **Summary:** [Cam created a dashboard (temporary frontend) hosted on Vercel, which he showed the group.]
- **Decisions Made:** [The dashboard was liked by all, Vercel determined to be good enough to stay (also free which was a plus).]
- **Action Items:** [Jordan to determine final dashboard layout/design and implement]

### Topic 3: [Release Planning Meeting]

- **Summary:** [Creation of Product/Sprint Backlogs decided to be done on Trello, instead of Jira or Github. To create the backlogs, the tasks required to complete the project would need to be defined.]
- **Decisions Made:** [Travis to write the Release Planning Document. Andrew and Cam to write the Sprint Backlog and Product Backlog. Each person to write out approximately 5 user stories related to their specific role. The general plan for each persons development tasks, and their timeframe, was discussed. Ex: The development of the GA would require first, a single TSP GA. Then, a multi TSP. Then, optimize.]
- **Action Items:** [2] [Travis to have the Release Planning Document complete by Jan 23]  
[3] [Cam to create Trello board and open access for other team members]  
[4] [All members of team to create their respective user stories]

### Topic 4: [OpenStreetMaps vs Google Maps API]

- **Summary:** [A brief debate of the two primary options for map data. Map data needed for the GA.]
- **Decisions Made:** [OpenStreetMaps would be used, as it is free, can be restricted in size to Geographic Areas, relatively simple API]
- **Action Items:**

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## 4. Action Items & Next Steps

Action Item	Assigned To	Due Date	Status
[Task 1]	Jordan	Feb 28	pending
[Task 2]	Travis	Jan 23	pending
[Task 3]	Cam	Jan 14	completed
[Task 4]	Everyone	Jan 17	pending

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## 5. Additional Notes / Other Business

- Jordans logo design assumed the name of Applicatoin, “Reroute”

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## 6. Next Meeting Details



**Date & Time:** [Jan 17, 2025 at 10:00]



**Location:** [Schmon Tower 236 or via virtual link]



**Key Topics for Next Meeting:**

1. [User Stories, to be used to create Product and Sprint Backlogs]
2. [First Sprint, date and tasks]



**Meeting Adjourned at:** [11:30 a.m.]



**Minutes Prepared By:** [Andrew Pauls]